

CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter I Getting Started
	Section 1 Accessing CM/ECF

Access to the CM/ECF system is gained using Internet Explorer or Netscape Navigator web browsers.

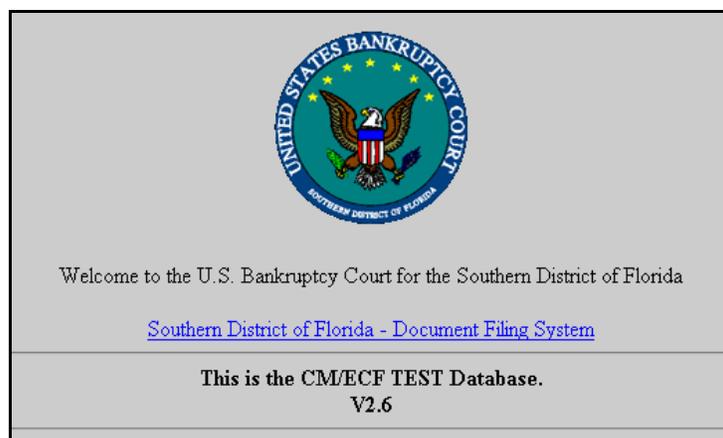
STEP 1 Open Internet Explorer or Netscape Navigator and enter the URL (address) of the court's homepage in the browser's **Address** field. *It is suggested that this location be saved using Favorites in the toolbar (click on Favorites, Add to Favorites, then "OK").*

Address: www.flsb.uscourts.gov

After the court website appears, click on the following CM/ECF access link:



STEP 2 The welcome screen displays. Click on the hyperlink to "Southern District of Florida - Document Filing System". In the screen shot below, access is to the training database. The live database looks the same.



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- STEP 3 The ECF/PACER Login screen appears. Access to the training database (blue background) or live database (white background) is gained by entering a court issued login and password.
- ◆ Each registered user will have a separate login and password for CM/ECF and for PACER. Both are used to navigate through the system. However, only the CM/ECF login will allow a user to file documents electronically.
 - ◆ Logins and Passwords are case sensitive.
 - ◆ If a registered user has been issued more than one login, the primary login must be used to enter the initial appearance in all cases.
 - ◆ Click **Login**. The user has now entered the CM/ECF system.

ECF/PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$.07 per page, as approved by the Judicial Conference of the United States at its September 1998 session, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

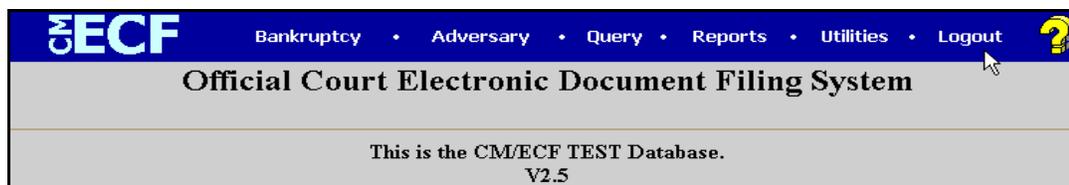
Password:

client code:

CM/ECF has been tested and works correctly with Netscape 4.6x, Netscape 4.7x and Internet Explorer 5.5.

<p style="text-align: center;">CM/ECF</p> <p style="text-align: center;">External User's Guide</p> <p>U.S. Bankruptcy Court, Southern District of Florida</p>	<p>Chapter I</p> <p style="text-align: center;">Getting Started</p>
	<p>Section 1</p> <p style="text-align: center;">Accessing CM/ECF</p>

STEP 4 To log out of the system, click on **Logout** at the upper right corner of the main menu.



- ◆ Clicking on the close button in the upper right corner of the screen is not sufficient to log out.

NOTE - In the event a user does not properly log out of the system, OR if another person using the same login code is currently in the system, the following warning message will be displayed. *It is important to know that the user already logged into the system will not be able to complete the transaction if Continue Login is selected.*

Warning: the account you entered is already logged in.

This is probably the result of one of these two circumstances:

- You did not click "LogOut" on the top bar when you last used CM/ECF.
Click the "Continue login" button below to complete the login process.

OR

- You share this account and someone else is using it.
Click the "Cancel" button below to return to the login screen.
[if you click the "Continue login" button, someone else using this account will have their CM/ECF session terminated.]

STEP 5 The user is returned to the ECF/PACER Login Screen (see STEP 3 for screen shot).

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Generally, **one PDF file should be submitted for all imaged documents**, which should include the document being filed plus any additional information.

However, there are a few instances in which appending an Attachment to the primary document will be necessary. The following guidelines will apply:

- ◆ **Unusually large PDF files** - Images exceeding 50 pages of scanned black and white standard text (approximately 3 MB of data) must be broken down into smaller sizes.

For example, a document of 180 pages must be broken down into three 50-page images and one 30-page image. The court also recommends that these images be named in sequential order; the first attachment could be "Smith 05-12345 Attachment 1 of 5.pdf", the second could be "Smith 05-12345 Attachment 2 of 5.pdf", the third could be "Smith 05-12345 Attachment 3 of 5.pdf", etc.

- ◆ **Additional required documents** - Depending upon the software being used and/or the document being filed, some items are appended to PDF images as Attachments.

For example, the following are appended as an Attachment; Local Form 4 (which must accompany Amended Schedules), the Adversary Cover Sheet (which must accompany each adversary complaint).

- ◆ **Other** - Some documents must be kept separate from the primary document for clarity. These should be infrequent. Some examples include an Appendix, an Exhibit, an Affidavit, a Supplement, or an additional Volume.

In these instances, there will be more than one PDF file associated with a docket entry. All Attachments must still be filed in PDF format even though they are separate from the primary document. They can be created by either scanning the paper or by conversion from a word processor.

NOTE - Pursuant to Administrative Order, previously filed bankruptcy court documents must not be re-filed. Instead, the filer should provide reference to a prior submission (docket number, file date, and/or a description). Also, be advised that PACER subscribers incur additional viewing charges for each Attachment.

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STEP 1 Scan the attachment(s) or convert to PDF format. *Refer to Chapter I, Section 4 "General PDF Instructions All Versions of Acrobat".* If you have multiple exhibits to attach to a document, the court recommends that they be scanned all at the same time and saved them under one PDF filename (or be broken down into multiple smaller size files.

STEP 2 During the docketing process, the **PDF Document Selection** screen will display.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

G:\CM-ECF Implementation\CMECF Co

Attachments to Document: No Yes

- ◆ Click **Browse** to navigate to the directory where the appropriate PDF file is located. Verify that you have selected the correct document by right clicking on the highlighted filename and select **Open** to view the image. Once verified, double-click the PDF file or click **Open** to select and associate it with the docket entry.
- ◆ The **Attachments to Document** option defaults to **No**. In our example, there are attachments to this document so click the **Yes** radio button.
- ◆ Click **Next**.

NOTE - When more than one attachment is added, the screen format changes to accommodate the information. See the screen shot on the next page for an example being filed with multiple attachments.

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STEP 3 **Select one or more attachments** - The selection screen for attachments will appear.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

G:\CM-ECF Implementation\CMECF Co

2) Select a document type and/or enter a description.

Type	Description
Exhibit <input type="button" value="v"/>	county court records

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

G:\CM-ECF Implementation\CMECF Common Docs\CM-ECF TEST DOCS\zBlank Test Document - 2 of 3.pdf

Section 1) **Enter the PDF document that contains the attachment** - To obtain the first of three example attachments, click **Browse** and navigate to the directory where the appropriate PDF file is located. Each selection **MUST** be opened and viewed prior to attaching to ensure it is the correct image.

Section 2) **Select a document type and/or enter a description of the attachment** - These fields identify the attachment with descriptive information.

- ◆ Click on the drop down list to reveal the **Type** and/or fill in the **Description**. At least one field must be entered. Some examples include Deed of Trust, Partnership Agreement, Contract, etc. In this sample, a third Exhibit of county court records is being attached.

Section 3) **Add the file name to the list below** - Click **Add to List** each time an attachment is to be added. In this example, one attachment is already added, and a final attachment will be added after clicking on **Add to List**. Click **Next**.

If for any reason you wish to return to the prior screen, navigate with the browser's back button.

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STEP 4 Proceed with docket entry. At **Docket Text: Final Entry**, each attachment will have it's own document number, and can be viewed from a hyperlink on the Notice of Electronic Filing or from a Docket Report.

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	Section 3 General PDF Instructions All Versions of Acrobat

- I. **Converting Word Processing Documents to PDF Format**
- II. **Inserting Bookmarks**
- III. **Checking Document Properties**

I. Converting Word Processing Documents to PDF Format

This example demonstrates the process using WordPerfect however the same directions apply to Microsoft Word.

STEP 1 Create and save your document.

NOTE: Unusual fonts can sometimes create a problem for Adobe. Use Times New Roman or Courier.

STEP 2 With the document open on the screen, choose **File > Print**. The **Print to** dialog box appears. (See Figure 1)

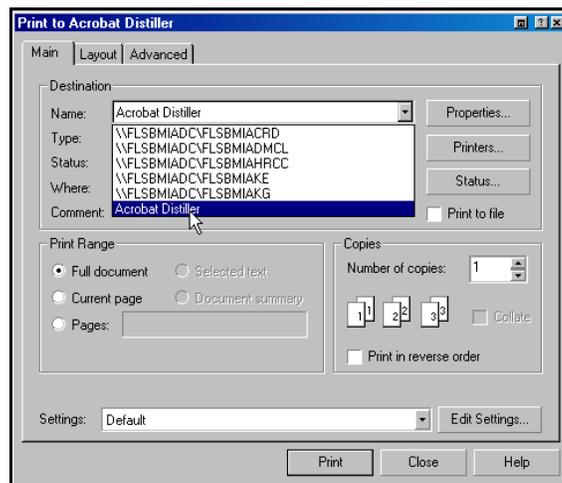


Figure 1

- STEP 3 Select **Acrobat Distiller** from the **(Destination) Name** drop-down list.
- STEP 4 Click **Print**.

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STEP 5 The **Save PDF File As** dialog box appears. (See Figure 2)

NOTE: The file did not actually “print” out; instead the document will be “saved” as a PDF.

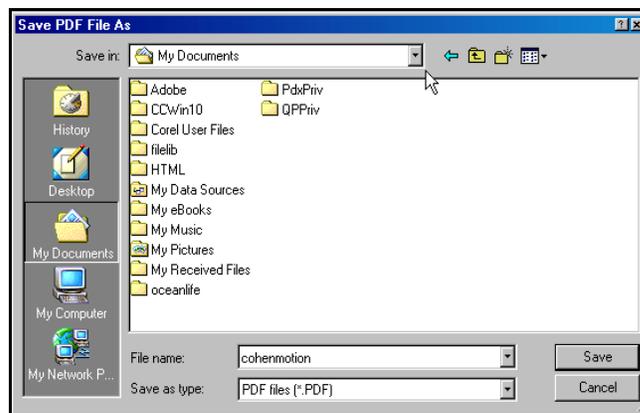


Figure 2

STEP 6 Navigate to your desired location and type in a file name.

STEP 7 Click **Save**. The PDF file opens in Adobe Acrobat.

IMPORTANT: An Adobe PDF image file has now been created and will be available to associate to the event during the docketing process.

The PDF image cannot be viewed or altered in the word processing program. You will be able to view the image during docketing to assure that you are associating the correct image with the docket event.

The original word processing text document remains on your hard drive as originally saved.

If you need to change a document that has already been turned into an image (but not yet docketed), open the text document in word processing and make the necessary changes. Save the corrected text document. Create the PDF image file once again and save over the existing PDF image.

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II. Inserting Bookmarks

Inserting bookmarks within a document can make it quicker to locate specific pages, or paragraphs, in a lengthy document.

STEP 1 Navigate to the page or paragraph where you want a bookmark.

Acrobat maintains both the current visible location and zoom magnification as part of a bookmark.

STEP 2 Press **CTRL+B**. The Bookmarks palette appears with an Untitled bookmark selected.

STEP 3 Type over the **Untitled** text to give the page or paragraph a name (see **Figure 1**).

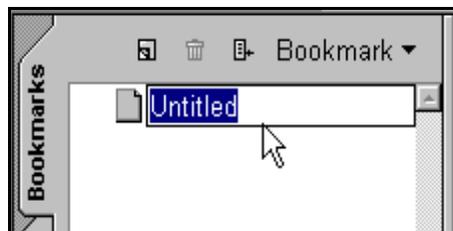


Figure 1

Return to STEP 1 for each bookmark to be created.

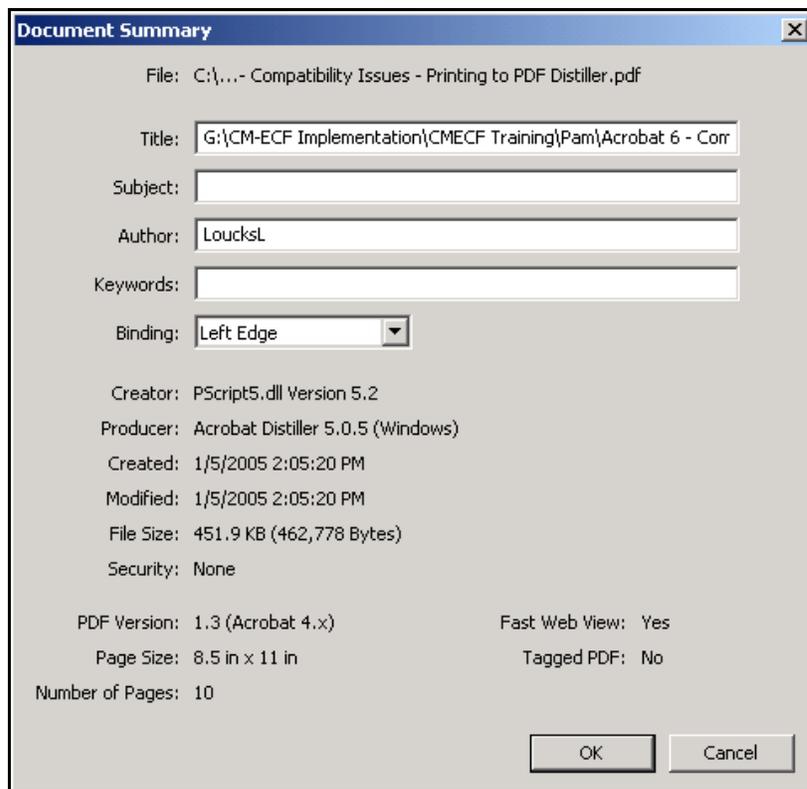
NOTE: Right-click on a bookmark to delete or rename.
Press **F5** to hide the Bookmarks palette.

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III. Checking Document Properties

Checking document properties provides information about file size and compatibility.

STEP 1 Press **CTRL+D**. The **Document Summary** dialog box appears.



STEP 2 Verify that **File Size** is less than **3 MB** and that **PDF Version** reads **1.3 (Acrobat 4.x)**.

STEP 3 Click **OK**.

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Adobe Acrobat

Software application used almost universally to create and view PDF documents. Adobe is the company that created the PDF format.

Attachment

An additional supporting document filed electronically with a pleading.

Automatic E-mail Notification

A CM/ECF feature that permits a user to receive notification of the filing of a case or document via e-mail. Users can choose to receive separate notifications throughout the day or an end-of-day summary.

Browse

A Windows operation of navigating through directories via a mouse to select a specific file.

Browser

A browser is a software program which provides a user-friendly interface allowing a user to access information and services available on the Internet. The browser programs interpret Hypertext Markup Language (HTML) documents delivered from WEB servers. Internet Explorer and Netscape Navigator are the two WEB browsers used with CM/ECF

Case Number

The case number identifies the record in CM/ECF. Using the complete case number will ensure efficient and correct inquiries and filing.

- ◆ Format: Main case number (bk): 05-10001-RAM
 Adversary case number (ap): 05-01001-RAM
 Miscellaneous proceedings (mp): 05-00101-RAM
- ◆ Numbering: Cases are assigned by the system using a numerical sequence without regard to a division's location.

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- ◆ **Division**
Reference: All papers subsequent to the initial filing must be styled with the division location. For example, 05-10535-PGH must identify whether the venue is the "Fort Lauderdale Division" or "West Palm Beach Division". Electronic notices and orders, with the exception of North Dade Chapter 13 cases, are programmed with this identifier.

Category

In CM/ECF, a category is a classification of similar document types. Category selections appear as hypertext links under the Bankruptcy and Adversary menu selections.

Check Box

A control object a user can click to include choices from a list. Check boxes are designed so that you can select one or more items from a list.

CM/ECF

Case Management/Electronic Case Filing is the federal judiciary's new application that will revolutionize the way we do business, completely replacing existing applications with "next generation" case management capabilities. With CM/ECF, users can file documents electronically via the Internet.

Default

A Default is a common suggested value displayed by CM/ECF on a screen. If correct, you may accept it; if incorrect, you override it by typing or selecting a different value.

Document Type

In CM/ECF, Document Type describes a specific filing or event with similar characteristics within a case which behaves uniquely from other document types.

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Drop Down Box

A window listing selections of data alphabetically in a text box. They are used throughout CM/ECF for making selections. When you see the selection you want to make, click to highlight it. To make multiple selections, hold your control key down when making the second (third, etc.) selection.

Hypertext Link

A hypertext link is a URL imbedded in an HTML (HyperText Markup Language) document and is usually underlined. It permits the user to move from one area (or topic) to another in a Web based program.

Notice of Bankruptcy Case Filing

A CM/ECF document that is generated at case opening with all the substantive information of the case. The entry date appears on the court seal displayed on this formal notice. This official document can be used to enforce collection and foreclosure activities of creditors.

Notice of Electronic Filing (also known as NEF)

An electronic document produced by CM/ECF which certifies the acceptance of each filing with the U.S. Bankruptcy Court.

PDF Document

A "Portable Document Formatted" document is a type of imaged document created by Adobe Acrobat. All documents filed in CM/ECF must be in PDF format with the exception of the creditor list (matrix) which must be uploaded in a text (.txt) format

Radio Button

A round selection button used to choose items from a list. Radio buttons are designed so that you can chose only one item.

URL

URL is short for Universal Resource Locator. URLs are the naming scheme used to find Web pages. A URL is similar to a street address. The URL for the Bankruptcy Court for the Southern District of Florida website is: www.flsb.uscourts.gov.

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Exhibit A: Preparing a Creditor Matrix

These instructions must be followed exactly or the clerk's office will not be able to process your matrix. Failure to comply with matrix requirements may result in dismissal of your case. Matrices with over 1000 creditors may require special processing. Contact the Clerk's Office Operations Supervisor (Miami and Fort Lauderdale) or Deputy-in-Charge (West Palm Beach) for assistance prior to preparing the matrix for a case with over 1000 creditors.

I. Standards for Creating a Creditor List:

- (a) The matrix **must** be saved: in MS DOS/ASCII text format as **creditor.scn** (no other filename or extension is acceptable). E-filers must upload the creditor matrix through ECF (Electronic Case Filing). All other debtors must supply a service matrix on a 3½ inch High Density diskette. Debtors not represented by an attorney who do not have access to a computer may submit a matrix on 8 ½ x 11" unlined, white paper.
- (b) Lists **MUST** be typed in one of the following standard typefaces or print styles: Courier 10 Pitch, Prestige Elite or Letter Gothic.
- (c) Lists must be typed in a single column on the page.
- (d) No letters or numbers can be closer than 1 inch from any margin.
- (e) Each name and address must consist of no more than 5 (five) total lines, with at least one blank lines between creditors.
- (f) The creditor name must be on the first line. List the creditors first name first, last name last, without titles. (i.e., Dr., Mr., Mrs., Ms.)
- (g) Put attention or c/o references on the second line following the party's name if needed.
- (h) Each line must **not** exceed 40 characters in length.
- (i) Zip codes must be on the last line along with the city and state. Use a hyphen for nine digit zip codes. Use the standard abbreviations for states (see section III) which consists of two capital-letters with no periods. A comma must be placed immediately after the city name.
- (j) Do **not** include the following parties on your matrix: Debtor, joint debtor, attorney for the debtor, U.S. trustee or case trustee. They will be added by clerk's office staff and retrieved from the system for noticing.

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II. (a) Saving a creditor.scn file in WordPerfect

1. Put a blank 3.5" floppy disk in the **A:** drive.
2. If necessary, launch WordPerfect.
3. Type or enter creditor text.
4. Click on the **File** menu.
5. Choose **Save As...**. The **Save As** dialog box appears (Figure 1A).
6. From the **Save in:** drop-down list choose **3½ Floppy (A:)** (Figure 1B).
7. From the **File type:** drop-down list choose **ASCII DOS Text** (Figure 1C).
8. Erase any text in the **File name:** text box.
9. Type **"creditor.scn"** in the **File name:** text box (Figure 2A).
Use the double quotation marks; they prevent WordPerfect from adding unwanted extensions to the filename.
10. Click on **Save**. The creditor matrix is now saved on the floppy disk with the correct file name in the correct file format/type.

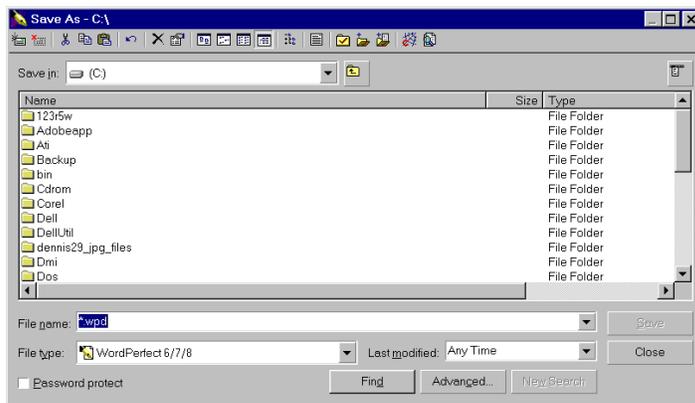


Figure 1A: Save As dialog box

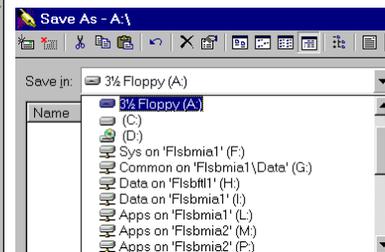


Figure 1B: Save As dialog box
(change in disk drive)

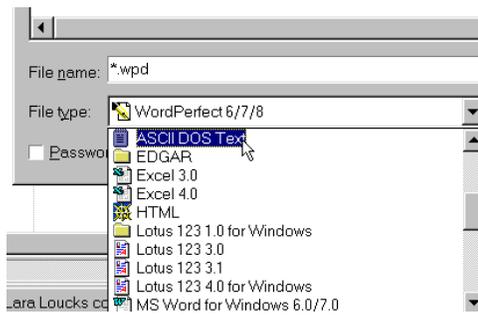


Figure 1C: Save As dialog box (change in file type)

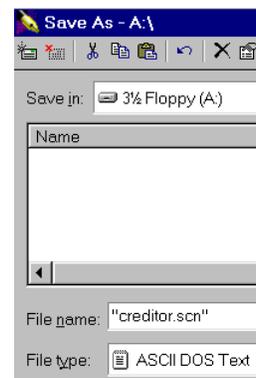


Figure 2A: Save As dialog box
(file name)

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II. (b) Saving a creditor.scn file in MS Word

1. Put a blank 3.5" floppy disk in the **A:** drive.
2. If necessary, launch MS Word.
3. Type or enter creditor text.
4. Click on the **File** menu.
5. Choose **Save As...**. The **Save As** dialog box appears (Figure 1A).
6. From the **Save in:** drop-down list choose **3½ Floppy (A:)** (Figure 1B).
7. From the **Save as type:** drop-down list choose **MS-DOS Text (*.txt)** (Figure 1C).
8. Erase any text in the **File name:** text box.
9. Type **creditor.scn** in the **File name:** text box (Figure 2A).
10. Click on **Save**. The creditor matrix is now saved on the floppy disk with the correct file name in the correct file format/type.

Note: If a confirmation prompt appears questioning your desire to save in the chosen format, click on **Yes** (Figure 2B).

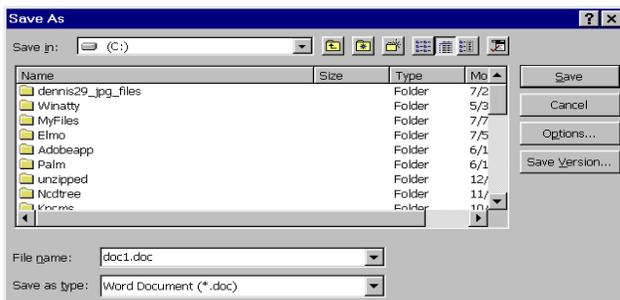


Figure 1A: Save As dialog box

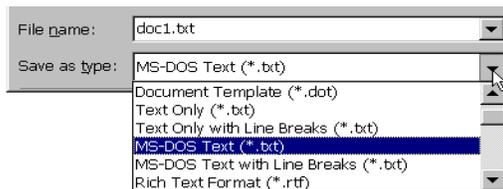


Figure 1C: Save As dialog box (change in file type)

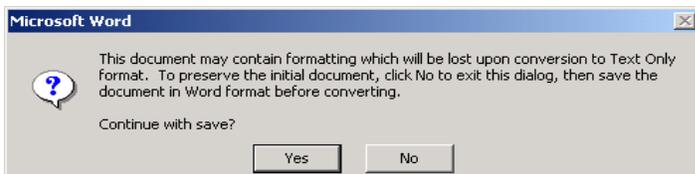


Figure 2B: sample confirmation prompt to save in chosen file format



Figure 1B: Save As dialog box (change in disk drive)

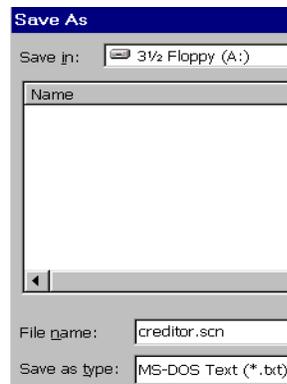


Figure 2A: Save As dialog box (file name)

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III. U.S. Postal Service Abbreviation List

AA Armed Forces the Americas	IN Indiana	NY New York
AE Armed Forces Europe	KS Kansas	OH Ohio
AK Alaska	KY Kentucky	OK Oklahoma
AL Alabama	LA Louisiana	OR Oregon
AP Armed Forces Pacific	MA Massachusetts	PA Pennsylvania
AR Arkansas	MD Maryland	PR Puerto Rico
AS American Samoa	ME Maine	RI Rhode Island
AZ Arizona	MH Marshall Islands	SC South Carolina
CA California	MI Michigan	SD South Dakota
CO Colorado	MN Minnesota	TN Tennessee
CT Connecticut	MO Missouri	TX Texas
DC District of Columbia	MP Northern Mariana Islands	UT Utah
DE Delaware	MS Mississippi	VA Virginia
FL Florida	MT Montana	VI Virgin Islands, U.S.
FM Federated States of Micronesia	NC North Carolina	VT Vermont
GA Georgia	ND North Dakota	WA Washington
GU Guam	NE Nebraska	WI Wisconsin
HI Hawaii	NH New Hampshire	WV West Virginia
IA Iowa	NJ New Jersey	WY Wyoming
ID Idaho	NM New Mexico	
IL Illinois	NV Nevada	

IV. Sample creditor matrix

MBSA Americo Banco
PO Box 15168
Wilmington, DE 19850

First Union National Bank
POB 13765
Roanoke, VA 24037

Banco of America
PO Drawer 2601
Greensburg, NC 27419

Household Retail Services
c/o Mary Jones
4141 Fourth Ave #900
Seattle, WA 98121

V. Geographic Directions and Street Designators

North=N	Northwest=NW	East=E
South=S	Southwest=SW	West=W

Avenue=Ave	Boulevard=Blvd	Highway=Hwy
Lane=Ln	Street=St	Road=Rd

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VI. Upload Creditor Matrix (from CM/ECF User's Guide)

The creditor matrix must be uploaded before selecting Assign Trustee/341 Meeting Assignment. Failure to upload a creditor matrix may result in dismissal of the case.

- STEP 1 Select **Bankruptcy** from the main menu.
- STEP 2 Select **Creditor Maintenance**.
- STEP 3 Select **Upload a creditor matrix file**. [NOTE - The creditor matrix must be in a .txt file format before it can be successfully uploaded. This is the only file that must be in .txt format, not PDF.
- STEP 4 **Creditor Processing - Upload a File Method** - Enter a case number. Click **Next**.
- STEP 5 **Load Creditor Information** - This screen will verify the case number and provide an example of the required format name; e.g., "creditor.scn". This is the same format required by the court prior to accepting electronically filed matrices. *It is helpful to know the number of creditors being filed*. Click on the **Browse...** button to locate the creditor matrix file. It remains good practice to ALWAYS view the contents of any file prior to accepting into the system (single-click the file, then right-click, then select Open). Once opened and viewed, close the screen and you will be returned to the directory of your document. Double-click on the highlighted file or select Open. The document will then populate the **Browse** field and the file is attached. Click **Next**.

Load Creditor Information

Case number 04-10969

Enter name of file and click on Next

Example: c:\creditor.scn

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STEP 6 **Add Creditor(s)** - This verifies the number of creditors being added. Click **Submit**.

[NOTE - This event will NOT generate a Notice of Electronic Filing, nor will it appear on the case docket.]

STEP 7 **Creditors Receipt** screen displays verifying the total number of creditors added into the database.

Creditors Receipt	
Case Number	04-10969
Total Creditors Added to Database	5

VII. Add Additional Creditors

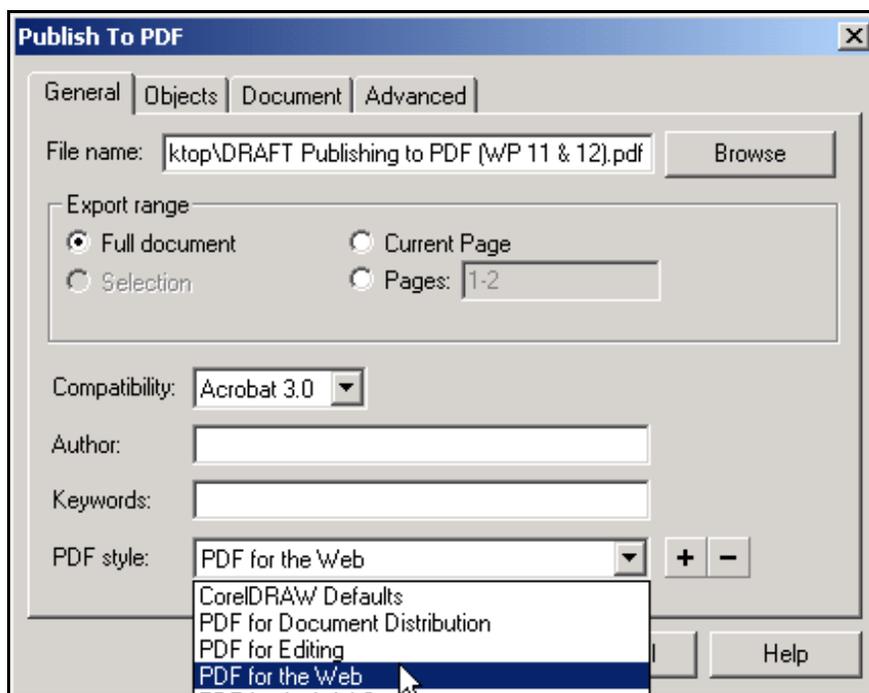
Use Creditor Maintenance option to add additional creditors. **UPLOAD THE ADDITIONAL CREDITORS ONLY** and follow instructions under **Upload Creditor Matrix**. Refer to *Chapter II, Section 4, "Schedules and Amended Schedules"* for instructions on filing amendments to schedules and local form requirements.

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	Section 6 Publishing to PDF (WordPerfect 11 or 12)

WordPerfect (WP) has a Publish-to-PDF feature built into the application so additional PDF conversion software is unnecessary. There is a notable issue regarding the use of this feature as it pertains to preparing documents for upload into CM/ECF. The appropriate settings must be configured so that the PDF file size remains as small as possible. The following outlines the steps to ensure that the PDF file size is kept at a minimum.

I. Publish to PDF (WP 11)

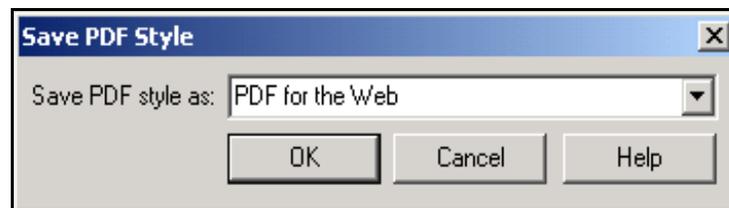
- STEP 1 If necessary, launch WP. Open or create your document.
- STEP 2 Choose **File>Publish to>PDF...** The **Publish to PDF** dialog box will display.



- STEP 3 Browse for the final output location (e.g., where you want the PDF document saved).
- STEP 4 Verify the file name is correct or change the file name. It is crucial that you verify the file name each time you publish to PDF because there are no overwrite warnings. This means it is easy to accidentally overwrite an existing file.

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	Section 6 Publishing to PDF (WordPerfect 11 or 12)

- STEP 5 If you are performing these steps for the first time, change the **PDF Style** to **PDF for the Web**. If you have already created a custom PDF Style skip to STEP 10.
- STEP 6 Access the **Advanced** tab. Change the **Output all objects** to **Grayscale**.
- STEP 7 Click the **General** tab. The PDF Style has changed to **Custom (Current settings not saved)**.
- STEP 8 Click the “+” sign to the right of **PDF Style**. The **Save PDF Style** dialog box will display.

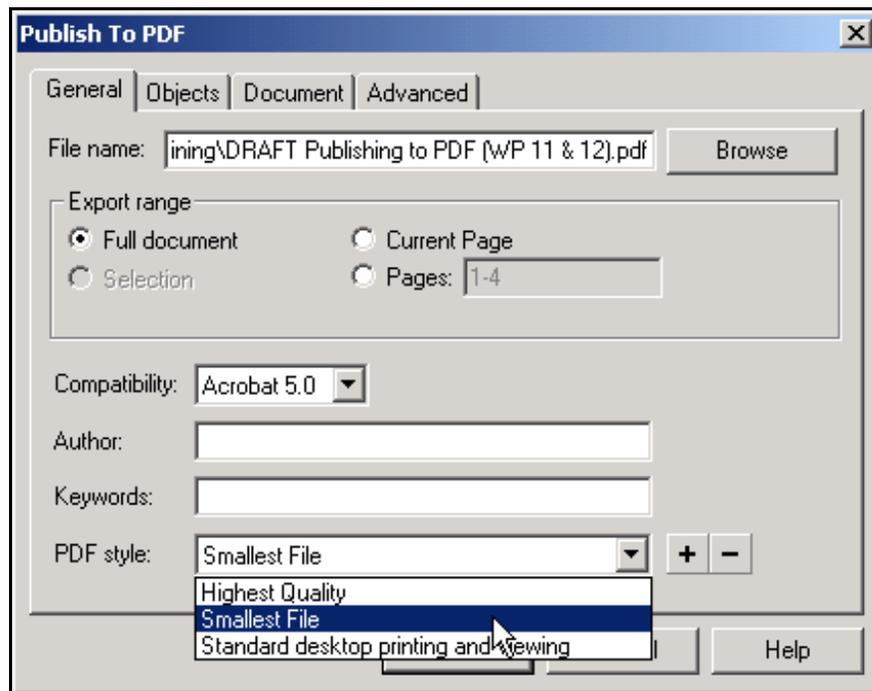


- STEP 9 Type a name in the **Save PDF Style as** text box and click **OK**. The new style is saved as the default.
- STEP 10 Click **OK**. The PDF is created. Locate and view the file for quality assurance purposes. **NOTE:** This cannot be done through WP because WP does not open PDF documents.

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	Section 6 Publishing to PDF (WordPerfect 11 or 12)

II. Publish to PDF (WP 12)

- STEP 1 If necessary, launch WP. Open or create your document.
- STEP 2 Choose **File>Publish to>PDF...** The **Publish to PDF** dialog box will display.



- STEP 3 Browse for the final output location (e.g., where you want the PDF document saved).
- STEP 4 Verify the file name is correct or change the file name. It is crucial that you verify the file name each time you publish to PDF because there are no overwrite warnings. This means it is easy to accidentally overwrite an existing file.
- STEP 5 Change the **PDF Style** to **Smallest File**. **NOTE:** WP will retain this setting for future publishing.
- STEP 6 Click **OK**. The PDF is created. Locate and view the file for quality assurance purposes. **NOTE:** This cannot be done through WP because WP does not open PDF documents.

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	Section 7 Scanning to Acrobat 5

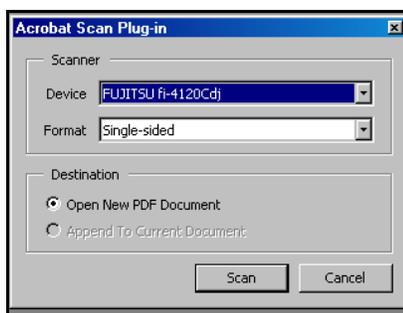
- I. **Configuring your TWAIN Driver Options (one-time procedure)**
- II. **Scanning Directly to Acrobat 5.0**

I. Configuring your TWAIN Driver Options (one-time procedure)

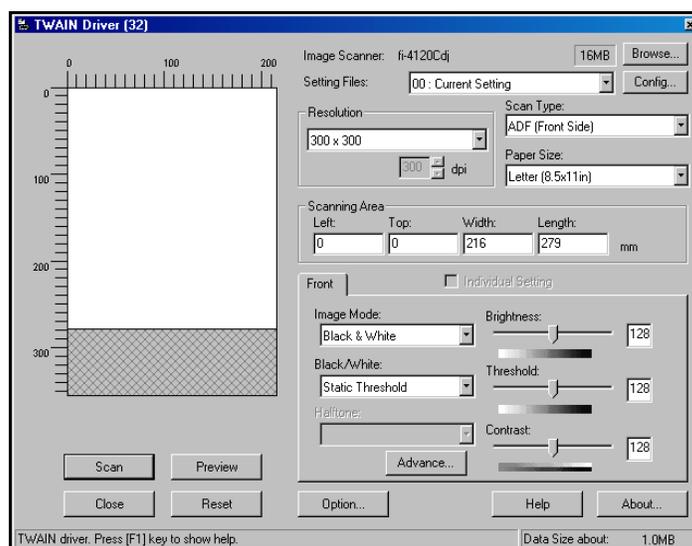
These steps are to configure your scanning options prior to your first scan. It will save time during the scanning process.

STEP 1 Make sure your computer is connected to a scanner.

STEP 2 Choose **File>Import>Scan**. An **Adobe Scan Plug-in** dialog box appears.

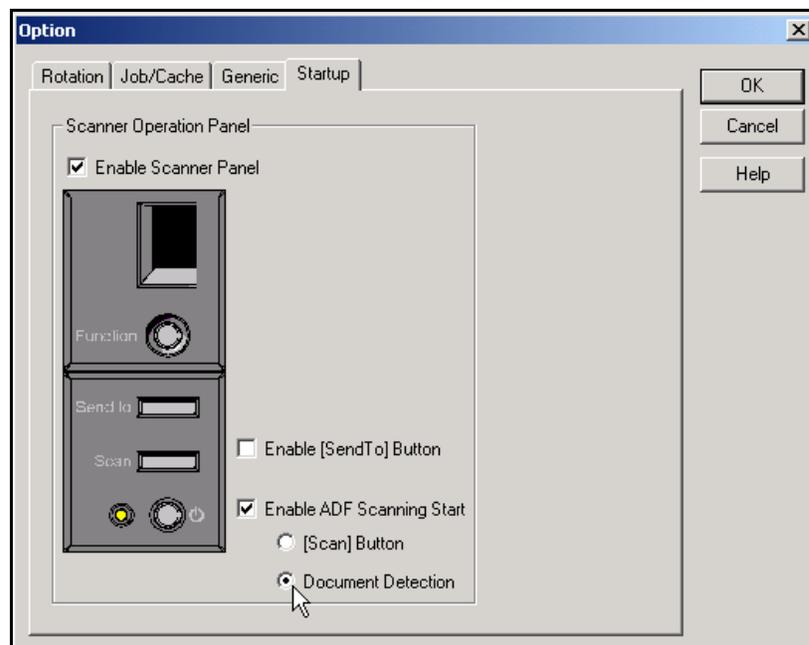


STEP 3 Click **Scan**. The **TWAIN Driver (32)** dialog box appears.



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- STEP 4 If necessary, choose **300 x 300** from the **Resolution** drop-down list.
- STEP 5 If necessary, choose **Black & White** from the **Image Mode** drop-down list.
- STEP 6 Click **Option**. The **Option** dialog box appears.
- STEP 7 Activate the **Startup** tab.
- STEP 8 Check **Enable Scanner Panel**.
- STEP 9 Check **Enable ADF Scanning Start**. Select the **Document Detection** radio button.
- STEP 10 Click **OK**.
- STEP 11 Click **Close**. A prompt appears indicating you have canceled scanning.

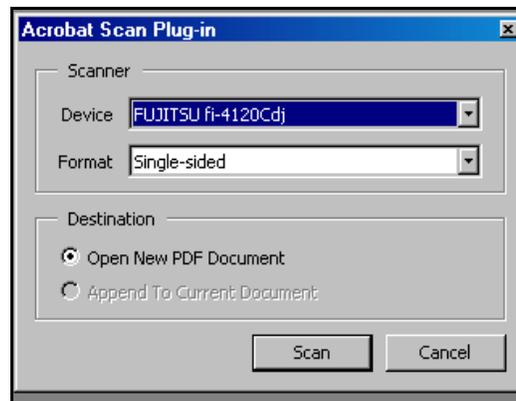


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	Section 7 Scanning to Acrobat 5

II. Scanning Directly to Acrobat 5

It may be necessary to scan documents directly into Acrobat. Examples would include attachments, exhibits, and/or anything that contains an original signature.

- STEP 1 Place your document(s) on the scanner bed or in the feeder.
- STEP 2 If necessary, launch **Adobe Acrobat**.
- STEP 3 Choose **File > Import > Scan**.
- STEP 4 An **Acrobat Scan Plug-in** dialog box appears.



- STEP 5 Click **Scan**. The TWAIN Driver 32 dialog box appears and the scanning begins.
- STEP 6 When scanning is complete, an **Acrobat Scan Plug-in** dialog box appears.
- STEP 7 Click **Done**. The scanned document appears in **Adobe Acrobat**.

NOTE: We recommend you quality assure the document by selecting **View** from the drop down menu and clicking on **Full Screen** to view all pages of the image.

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	Section 8 Software, Service & Hardware Requirements

The following describes recommendations and system requirements that will enable a user to efficiently file documents in CM/ECF. The following items are described.

- I. **Software**
- II. **Service**
- III. **Hardware**

I. Software

PDF software

- ◆ All documents filed in ECF must be in PDF (Portable Document Format). The only exception is the case mailing matrix which must be in .txt format (text format).
- ◆ Petition preparation software often has this PDF-conversion feature built-in.
- ◆ Some word processing software also has this feature built-in. However, converting documents to PDF via a word processing software's built-in feature is highly discouraged (*Example*: Do not use Corel WordPerfect's "Publish to PDF" command).

Example of PDF software: Adobe Acrobat 6.0. **NOTE** - Adobe Reader, which allows users to read PDF documents, can be downloaded from the internet free of charge. However, the full version of Adobe Acrobat software is needed to convert and/or save documents to PDF.

NOTE - See the sections titled Converting Word Processing Documents to PDF and also Converting Scanned Documents to PDF for procedures.

Word Processing software

- ◆ Documents can be created using most word processing software, two of the more common applications are Word and WordPerfect.

Operating System

- ◆ The following have been tested and certified to work with ECF:

Windows 98, 2000
Windows NT (4.0 with Service Pack 5 or 6)

Windows ME, XP
MAC OS 8.8, 9.0.4 or 9.1

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Security software

- ◆ A firewall is highly recommended (software or hardware based), as well as anti-virus software that is regularly updated.

Browser

- ◆ You must use a browser that provides security via 128-bit encryption in order to pay filing fees over the internet. The following have been tested and certified to work with ECF:

Netscape Navigator, v.4.6x, 4.7x (www.netscape.com)

Microsoft's Internet Explorer v.5.5 (www.microsoft.com)

NOTE - Netscape 6 and AOL's version of Netscape are not recommended for use with ECF.

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II. Service

Internet Connection

- ◆ Connections via modem can be made at speeds less than 56 kps. However, the system performance will be significantly increased by using the recommended connection listed below.

Minimum requirement: Internet Service Provider (ISP) using point-to-point protocol (PPP) capable of a minimum connection speed of 56 kps.

Recommendation: T1, DSL, ISDN or cable modem connection for high volume filers.

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III. Hardware

Personal Computer

- ◆ Use an IBM-compatible or MAC personal computer with a monitor, keyboard and mouse.

Minimum requirement: 15" color monitor.

Recommendation: 17" color monitor will provide you with a larger viewing area. You may find that you do not have to scroll down as much to read a full page.

Random Access Memory (RAM)

- ◆ The more memory that you have the faster your documents can be processed, such as when you are scanning and/or converting to PDF format.

Minimum requirement: 128 MB

Recommendation: 256 MB

Hard Drive

- ◆ When choosing a hard drive, look at the type and size of the software that you use and plan for the storage of the electronic documents.
- ◆ Scanned PDF files will be larger than those files which are created in a word processing application and converted to PDF.

Minimum requirement: 115 MB

Recommendation: 20 to 80 GB. One gigabyte is equal to one billion bytes. You will find that 20 to 80 GB hard drives are standard in the current PC market.

Processor

- ◆ The processor speed of the PC will impact the response time of the CM/ECF application.

Minimum requirement: Pentium/equivalent or higher.

Recommendation: Pentium II, 500 Mhz or higher.

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Modem

- ◆ The modem transmit data between the internet and a computer.

Minimum requirement: 56 kps

Recommendation: T1, DSL, ISDN connections

Scanner/Imaging

- ◆ A scanner is required for any document that is not stored in a word processor or other electronic format (i.e., exhibits, documents containing original signatures such as the Declaration of Electronic Filing).
- ◆ DO NOT scan and file PDF documents scanned in gray scale or color format.

Requirement: 300 x 300 resolution with a scan mode of black and white

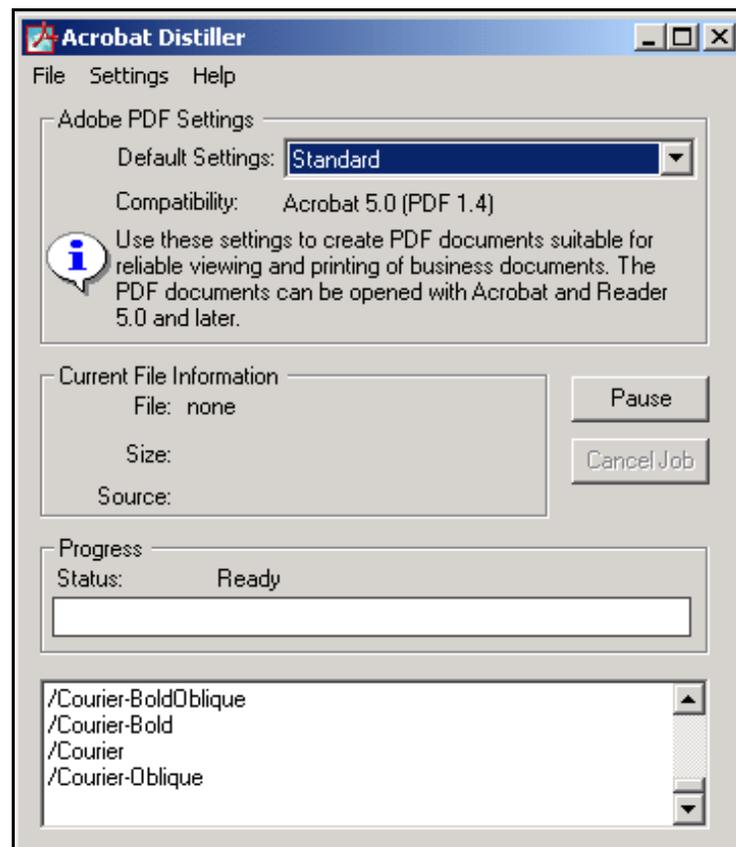
CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter I Getting Started
	Section 9 Specific Instructions for Acrobat 6

- I. **Configuring Acrobat 6 to be Backwards Compatible**
- II. **Configuring your TWAIN Driver Options (one-time procedure)**
- III. **Scanning Directly to Acrobat 6**
- IV. **Applying the Reduce File Size Feature**

I. Configuring Acrobat 6 to be Backwards Compatible

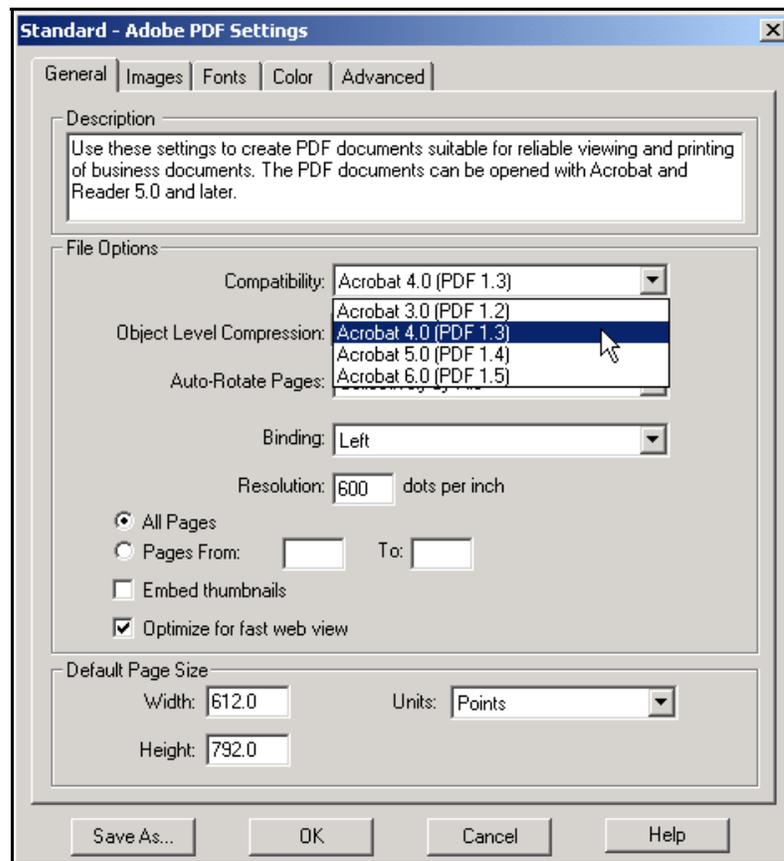
The following information details the step necessary to insure that files created in Acrobat 6 can be viewed in previous versions.

STEP 1 Click **Advanced > Acrobat Distiller**. The **Acrobat Distiller** application opens.



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- STEP 2 Choose **Settings > Edit Adobe PDF Settings**.
The **Standard - Adobe PDF Settings** dialog box appears.



- STEP 3 In the **General** tab, choose **Adobe 4.0 (PDF 1.3)** from the **Compatibility** drop-down list.
- STEP 4 In the **Fonts** tab, verify that the **Embed all fonts** checkbox is checked.
- STEP 5 Click **OK**. The **Save Adobe PDF Settings As** dialog box appears. Keep the default file name and location.
- STEP 6 Click **Save**. The new settings are saved as the default.

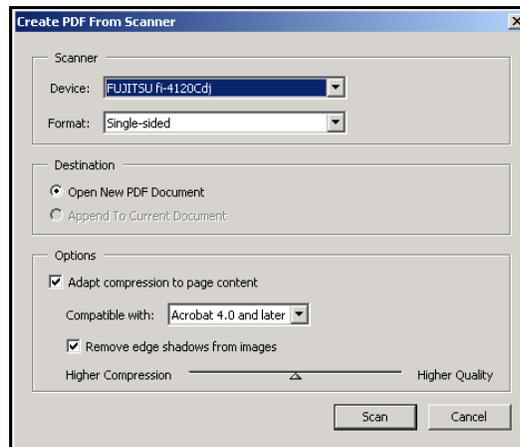
CM/ECF External User's Guide U.S. Bankruptcy Court, Southern District of Florida	Chapter I Getting Started
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II. Configuring your TWAIN Driver Options (one-time procedure)

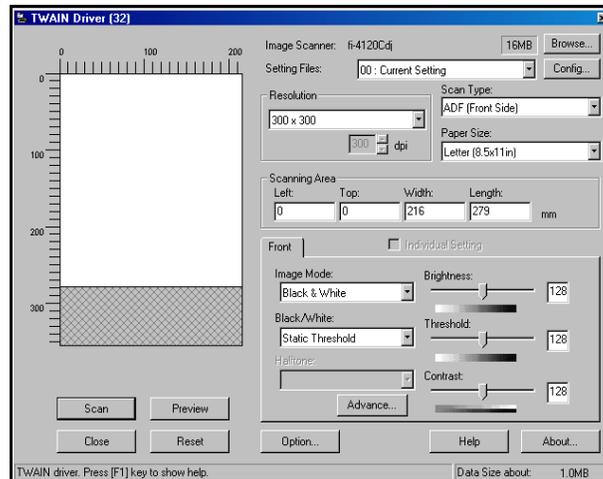
These steps are to configure your scanning options prior to your first scan. It will save time during the scanning process.

STEP 1 Make sure your computer is connected to a scanner.

STEP 2 Click **Create PDF > From Scanner**. An **Adobe Scan Plug-in** dialog box appears.

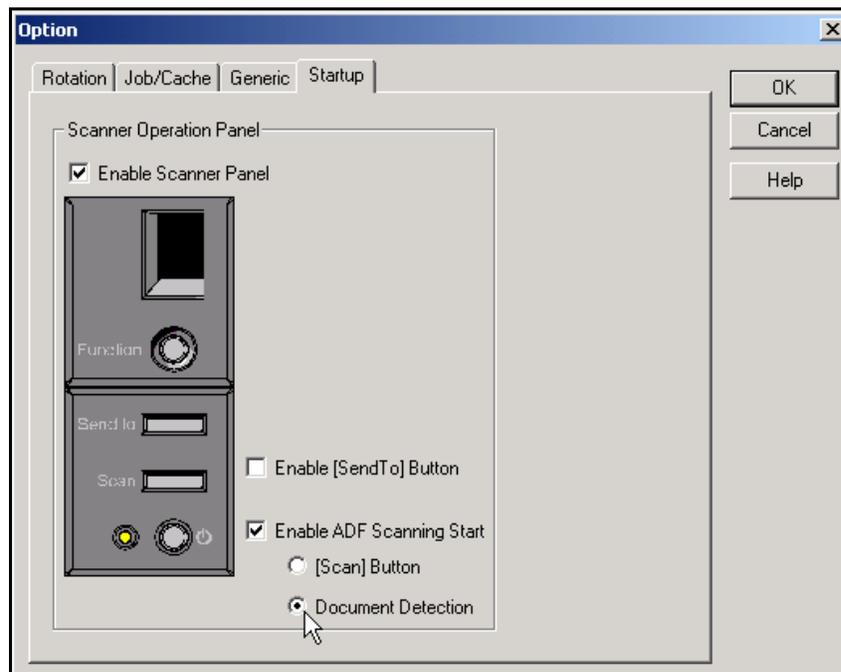


STEP 3 Click **Scan**. The **TWAIN Driver (32)** dialog box appears.



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- STEP 4 If necessary, choose **300 x 300** from the **Resolution** drop-down list.
- STEP 5 If necessary, choose **Black & White** from the **Image Mode** drop-down list.
- STEP 6 Click **Option....** The **Option** dialog box appears.
- STEP 7 Activate the **Startup** tab.
- STEP 8 Check **Enable Scanner Panel**.
- STEP 9 Check **Enable ADF Scanning Start**. Select the **Document Detection** radio button.
- STEP 10 Click **OK**.
- STEP 11 Click **Close**. A prompt appears indicating you have canceled scanning.



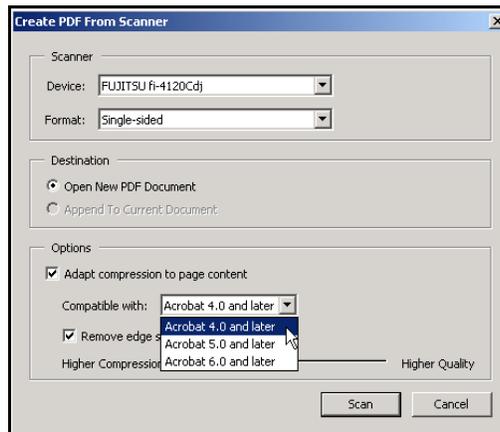
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III. Scanning Directly to Acrobat 6

STEP 1 Click **Create PDF > From Scanner**. The **Create PDF from Scanner** dialog box appears.

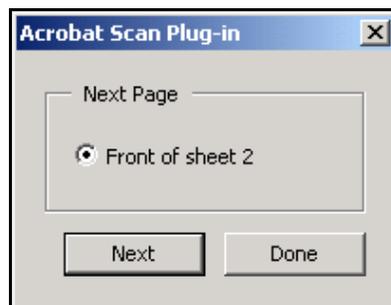
STEP 2 Choose your scanner from the **Device** drop-down list.

Choose **Acrobat 4.0 and later** from the **Compatible with** drop-down list.



STEP 3 Click **Scan**. The TWAIN Driver (32) dialog box appears. The document scans.

STEP 4 An **Acrobat Scan Plug-in** dialog box appears. Click **Done**.



IV. Applying the Reduce File Size Feature

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Rather than use the **Save** or **Save As...** commands, we use the **Reduce File Size** command to save Acrobat 6 documents to preserve backwards compatibility. These instructions should be used anytime a document is scanned directly to Acrobat 6, or if changes are made to an existing Acrobat 6 document. Example of changes: deleted or inserted pages.

STEP 1 If necessary, scan or open the document.

STEP 2 Click **File > Reduce File Size**. The **Reduce File Size** dialog box appears.



STEP 3 If necessary, choose **Acrobat 4.0 or later** from the **Compatible with** drop-down list.

STEP 4 Click **OK**. The **Save As** dialog box appears.

STEP 5 Name and save the file.

NOTE: We recommend checking document properties after saving by pressing **CTRL+D**. The PDF version field should read **1.3 (Acrobat 4.x)**

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Introduction

This guide contains the preferred style practices for all users of the CM/ECF application in the Southern District of Florida. The intention of the guide is to make everyone's task easier, whether they are entering data or inquiring into the CM/ECF data base, or uploading a proposed order. The application of a common set of styles when creating docket entries results in information being captured and displayed in more uniform and predictable ways, thus reducing confusion and errors. In addition, style consistency is the key to efficient searches in CM/ECF, since successful queries require very exact matches on search data including punctuation and abbreviations.

Adding Parties

Much of case opening in CM/ECF consists of adding the names of debtors, joint debtors, plaintiffs, and defendants to cases. As cases progress, creditors and other parties are added as well. Access to accurate information is vital to the court, the bar and the general public. *When adding new parties to the CM/ECF database, the names should conform with standard punctuation and spacing conventions listed in the Style Conventions for Names section of this Guide.*

Searching For Parties

Before adding any party to a case, search for that party using appropriate "search criteria". If the system displays the correct name and address, select that party to help eliminate multiple versions of the same party name/address.

Even something as simple as "United States" can cause ambiguity if everyone is entering it differently. For instance, following this style guide can help avoid "United States" being in the database also as "UNITED STATES", "U.S.", "US", "USA", "U.S.A.", or "U.S. of A."

Search Strategies

CM/ECF searches are not key word searches but require exact text matches.

- ◆ When searching for debtor(s), the more search clues you provide, the more likely you are to find the exact person you are searching for. For example, if you search for a last name of Grant, CM/ECF may return a list of a hundred parties with that last name. However, if you search for a last name of Grant with a Social Security number of 333-22-1111, CM/ECF may return a single party.

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- ◆ When searching for creditors, it may be necessary to conduct multiple searches. First, search for the entire creditor name (e.g., World Communications). If that is not successful, you can search for part of the creditor's name (e.g., World Comm or just World). If there are articles in the title such as "A" or "The," you may or may not need to include the article in the search. For example, if a search request for The Timely Times does not produce a result try Timely Times.
- ◆ When searching for a Party **DO NOT** use an asterisk or star in the search criteria as follows:

Villa*

Use of the asterisk slows down the entire system. When searching for Villareal, the name will be found without using the asterisk as follows:

Villa

Adding Debtors

- ◆ Add debtors to cases using names and addresses exactly as they appear on the petition or complaint. In most instance, you will NOT find debtor(s) when searched in the CM/ECF database. You will have to add them to the database and the case as a new party. Also, if any portion of the debtor(s) name, address or social security number does not match, add party as new.
- ◆ If a debtor has a title, add the title in the "party text" box. Any title that you add as party text will show up on the face of the docket report following the name and separated by a comma.

Title Tips

1. The name of the debtor without the title will appear in docket text.
2. Titles will not appear on notices.
3. Titles will appear on the face of the docket report in upper and lower case following the debtor name as shown below:

Jose Garza, Administrator of the Estate of Sylvia Garza

Alamo Limestone, a Florida Corporation

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Adding Plaintiffs and Defendants

- ◆ Add plaintiffs and defendants to cases using names exactly as they appear on the complaint. Or when you search for plaintiffs and defendants, you will probably find them in the database and can use the information in the database.
- ◆ Do NOT add any addresses for defendants unless a searched result displays an exact name, address, and/or social security number.
- ◆ Do NOT add a title for plaintiffs or defendants.
- ◆ Do NOT add a aliases for plaintiffs or defendants.
- ◆ Make sure to select the plaintiff or defendant party role.

Adding Creditors

- ◆ Add creditors to cases using names already in the CM/ECF database if at all possible. When you search for a creditor, you will probably find the party in the CM/ECF data base. Creditors (such as Ford Motor Credit) are added to many different cases. Ideally, there should be only one Ford Motor Credit party in the CM/ECF database. This greatly simplifies searching when adding parties and querying cases.

For instance, it is better to add Ford Motor Credit to all cases even if that is not the exact name used on a document being docketed. The idea is to avoid adding name variations for a single creditor. For example:

- ☺ Ford Motor Credit
- ☹ Ford Motor Credit Company
- ☹ Ford Motor Credit Co.
- ☹ Ford Motor Credit Corporation
- ☹ Ford Motor Credit Company, Inc.
- ☹ Ford Motor Company
- ☹ Ford Motor Credit Corp.
- ☹ Ford Motors Credit Company
- ☹ Ford Motor Credit Company ("FMCC")

The proliferation of different names for the same creditor makes searching frustrating and time consuming.

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- ◆ Do NOT add a title for creditors or any account numbers.
- ◆ Do NOT add aliases for creditors.
- ◆ Make sure to select the creditor party role.

Style Conventions for Names

These style conventions apply to all names entered in the CM/ECF application.

- ◆ Use upper and lower case characters for all names and capitalize the first letter in a proper noun.

Wallace D. Smith
United Services Fidelity and Guaranty
- ◆ Use punctuation and single spacing between all names and following initials and periods.

Smith, Inc.
C. W. Bradford, Ltd.
- ◆ When typing names that have upper and lower case letters or hyphens, do not insert spaces. Also, do not insert a space before the first character of any line.
Patricia DeLaGarza Kathleen O'Brien
Patrick MacDougal Mary Smith-Baker
- ◆ If an individual does not have a middle name, leave that field blank. Do not enter "NMI" (no middle initial).
- ◆ If a party has multiple names such as Robert Kramer Johns Martin, add the extra names in the Middle Name box.

Last name: Martin
Middle name: Kramer Johns
First name: Robert
- ◆ Business names should be entered entirely in the Last Name box. Do not use the First Name or Middle Name box when entering business names.

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- ◆ Do not use the ampersand sign for “and” unless it is part of a company name on the petition or pleading.

B. & D. Company
Cameron & Associates
J & J Trucking

- ◆ Avoid abbreviations unless it is part of a company name on the petition or pleading.

☺ First Federal Association	☹ 1 st Federal Assoc.
☺ Ford Motor Company	☹ Ford Motor Co.

- ◆ Enter U.S. and U.S.A. without any periods.

US Dept of Agriculture	US Dept of Justice
US Attorney	US Dept of Education

Style Conventions for Addresses

These style conventions apply to all debtor addresses and creditor matrix addresses entered in the CM/ECF application.

- ◆ Addresses must not exceed four (4) lines. The party name and address must not exceed five (5) lines.

- ◆ Abbreviate post office addresses without periods between the P and O.

PO Box 1359
POB 1359
PO Drawer 34321

- ◆ Use digits for numbers in addresses.

3224 E 26 St
425 6 St
1 Valley Plaza

- ◆ When there is a street address as well as a post office box address for a debtor, add only the post office address.

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John J. Johnson
PO Box 1477
4218 Elmwood Ln **(Eliminate this line)**
Miami FL 33130

◆ CORRECT

Ford Motor Company
c/o Terri Brooks
555 State Ave #2600
Miami FL 33130

◆ INCORRECT

Ford Motor Company
Attention: Terri Brooks
John Hancock Building, Suite 2600
555 State Ave
Miami, FL 33130

- ◆ Use the full nine-digit zip code if at all possible.

- ◆ Foreign addresses must have the full name of the post office and country of destination printed in capital letters.

- ◆ The country name or APO/FPO (Air Post Office/Fleet Post Office) destination must be the only information on the bottom line of the address.

Alfonso Diaz
Rio de Danubec y Rio Florido
CD. JUAREZ, CHIHUAHUA
MEXICO #1050

Sgt. John Smith
C Company 237 Armor
Unit #21103, Box 512
APO, AE 09014

- ◆ If the address contains an apartment number or suite number, you may use the # sign in place of the *word number* or *suite*.

Barbara Bixby
322 W Shadow Ln # 334
West Palm Beach FL 33401

- ◆ Use c/o to indicate "In Care Of".

Manuel Ortega, Jr.
c/o Manuel Ortega, Sr.
6612 E 6th St
Ft. Lauderdale FL 33301

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- ◆ The preferred format for telephone numbers is 305-555-1212, rather than (305) 555-1212.

Creditor Matrix Specification

- ◆ The matrix **must** be saved: in MS DOS/ASCII text format as **creditor.scn** (no other filename or extension is acceptable). E-filers must upload the creditor matrix through ECF (Electronic Case Filing). All other debtors must supply a service matrix on a 3½ inch High Density diskette. Debtors not represented by an attorney who do not have access to a computer may submit a matrix on 8 ½ x 11" unlined, white paper.
- ◆ Lists **MUST** be typed in one of the following standard typefaces or print styles: Courier 10 Pitch, Prestige Elite or Letter Gothic.
- ◆ Lists must be typed in a single column on the page.
- ◆ No letters or numbers can be closer than 1 inch from any margin.
- ◆ Each name and address must consist of no more than 5 (five) total lines, with at least one blank lines between creditors.
- ◆ The creditor name must be on the first line. List the creditors first name first, last name last, without titles. (e.g., Dr., Mr., Mrs., Ms.)
- ◆ Put attention or c/o references on the second line following the party's name if needed.
- ◆ Each line must **not** exceed 40 characters in length.
- ◆ Zip codes must be on the last line along with the city and state. Use a hyphen for nine digit zip codes. Use the standard abbreviations for states (see below) which consists of two capital-letters with no periods.
- ◆ Do **not** include the following parties on your matrix: Debtor, joint debtor, attorney for the debtor, U.S. trustee or case trustee. They will be added by clerk's office staff and retrieved from the system for noticing.
- ◆ Do **not** include duplicate creditor information (e.g., same name and address).

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Abbreviations -States and Territories

AL	Alabama	MT	Montana
AK	Alaska	NE	Nebraska
AZ	Arizona	NV	Nevada
AR	Arkansas	NH	New Hampshire
AS	American Samoa	NJ	New Jersey
CA	California	NM	New Mexico
CO	Colorado	NY	New York
CT	Connecticut	NC	North Carolina
DE	Delaware	ND	North Dakota
DC	District of Columbia	CM	N. Mariana Isl.
FL	Florida	OH	Ohio
GA	Georgia	OK	Oklahoma
GU	Guam	OR	Oregon
HI	Hawaii	TT	Palau
ID	Idaho	PA	Pennsylvania
IL	Illinois	PR	Puerto Rico
IN	Indiana	RI	Rhode Island
IA	Iowa	SC	South Carolina
KS	Kansas	SD	South Dakota
KY	Kentucky	TN	Tennessee
LA	Louisiana	TX	Texas
ME	Maine	UT	Utah
TT	Marshall Island	VT	Vermont
MD	Maryland	VA	Virginia
MA	Massachusetts	VI	Virgin Islands
MX	Mexico	WA	Washington
MI	Michigan	WV	West Virginia
TT	Micronesia	WI	Wisconsin
MS	Mississippi	WY	Wyoming
MO	Missouri		

Geographic Directions

North = N	Northeast = NE
South = S	Southwest = SW
East = E	Southeast = SE
West = W	Northwest = NW

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Street Designators

It's recommended to use the following abbreviated street designators.

Avenue	Ave
Boulevard	Blvd
Highway	Hwy
Lane	Ln
Street	St
Road	Rd
Circle	Cir
Court	Ct
Way	Wy
Parkway	Pkwy
Place	Pl
Terrace	Terr

E-Orders

Pre-Submission Format Requirements [also see Court Guidelines for Preparing Orders]:

- ! Orders can **ONLY** be uploaded in PDF format and must contain a .pdf extension. If you use Adobe Acrobat Writer version 3 or 4 to convert orders to pdf, your orders should be prepared using the Courier, Helvetica, or Times New Roman font (regular, bold, italic, and bold italic). If you use Adobe Acrobat Writer version 5, your orders should be prepared using the Arial, Courier, or Times New Roman font (regular, bold, italic, and bold italic). Other fonts will not process through the bankruptcy noticing center.
- ! The top margin on the **FIRST PAGE** must be four (4) inches. All other pages of the order will have a top margin of one inch.
- ! To assist the court in verifying that the "entire" body of the submitted order has been properly transmitted, the **LAST LINE** in the order must be three (3) pound symbols (###), centered in the middle of the page, to indicate the order is complete.
- ! A line for the date and a signature line for the judge is omitted. All orders remitted electronically through E-Orders, will be signed electronically by the judge in the space provided by the top margin on the first page.

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- ! All orders shall indicate the name of the law firm, name of the attorney responsible for the order, mailing address and phone number for the firm and, if desired, the fax number and/or e-mail address. This information shall be included on the order, after the line containing the three (3) pound symbols.

- ! If the submitting party indicates to whom copies of the signed order will be sent, those parties names and addresses shall be included on the order, after the line containing the three (3) pound symbols. The party submitting the order is required to serve all interested parties, including those listed on the order, and shall file a certificate of service with the court indicating the manner of service.